



DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF SUPERINTENDENTS

- a) The Deputy Chief Superintendents shall report 45 minutes before the commencement of the examination.
- b) They shall verify the code and title of the question paper according to the timetable published by COE and put their signatures before opening the bundle /s.
- c) They shall verify the Form-B and give it for typing. During the process, they shall check the number of unused answer scripts and question papers received.
- d) The unused answer scripts shall be returned to the exam section, and the unused question papers will be packed in the respective packets.
- e) They shall verify Form-A and put signatures on both Form-A and Form-B
- f) They shall collect the answer scripts in the collection center, verify them with Form-A, and get them bundled in cloth bags.
- g) They shall assist the chief superintendent in the smooth functioning of the examination.
- h) They shall go around the blocks where the examination is going on and bring any discrepancy to the notice of the Chief Superintendent

